IOB AND TIMESHEETING MANAGEMENT

services.



OVERVIEW

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ABM's Job and Timesheeting system (TMS) offers a high level of management, control and fast data entry of time sheets against jobs using flexible and efficient entry methods.

Regardless of what type of consultancy or service a company offers, the TMS can help increase productivity and ease the billing process.

BENEFITS

- » Instant data entry
- » Reduced reliance on paperwork
- » Reduced risk of paperwork being lost
- » Access to critical data on site

FEATURES

With extensive functionality, the TMS allows you to:

- » Track time and billing in the office or "on the go"
- » Streamline job costing and project management
- » Generate reports for any specific period of time
- » Allocate jobs to specific staff
- » Manage timesheets
- » Improve the speed of invoice creation and approval
- » Manage attendance, overtime and leave
- » Manage disbursements

» Improved information gathering

» Improved accuracy of billing allowing cost revenue analysis to be completed

It is designed to meet the needs of a wide range of businesses in

management is about developing techniques for handling the tasks that need to be done. The TMS simplifies this process in a scalable,

all industries requiring the use of job and time sheets for their

Time management isn't a new concept, but good time

easy to deploy, and highly intuitive software solution.

~ 4 Karen # Ë È. 10/10/2014 10/10/2016 ۴ 31/03/2013 Total Hours: 100.25 ٢ 29/06/2016 Lakeview Complex - ABM Service Ŵ Hours : 0.25 Date : 10/10/2016 2813 Eighth Avenue, St Martins, Christchurch 14606 ĥ New Job : 10:06 - 10:21 1 0 Canterbury New Zealand Brightstars schools ongoing lours Ô ĥ Scheduled Date Min Wage at Normal Time Job Stages Fendalton House Repaint Due: 26/05/2014 Start Date : 30/10/2014 Min Wage at Normal Time 57% Due: 22/07/2014 Phase1 🖉 My Job 86%

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INTRODUCING A FULLY INTEGRATED BUSINESS AND ACCOUNTING SOLUTION

FUNCTIONALITY

TIMESHEET MANAGEMENT

A time sheet records actual time against a job. The Time Management System (TMS) includes specifying stage, phase, and rate for the task being performed, allowing a more comprehensive approach to the use of time sheets.

The time sheet viewer allows staff members to view, select, add, edit and delete time sheets with speed and ease on a day – to – day basis. It has been designed to allow rapid entry of time sheets, and provides information about jobs that are relevant to the staff member using it.

With TMS, you have the ability to create team time sheet management. Jobs can be linked to job managers who can then view job details and the time sheets of staff that are linked to the manager. Staff can then derive their job access rights from their manager. Staff away from the office can record their time via their mobile devices.

FINANCIAL SYSTEM INTEGRATION

There are a number of customisable options available which provide control over how the timesheets manage different situation, the value of a normal working day can be specified to allow posting of automated timesheets, such as public holidays and leave. Labour costs and charges (labour rates) can be set up by staff members, by job or a combination of both. Day limits can be used to specify the number of days a user may advance before a day's timesheets have to be completed.

This module also gives the user the ability to create minimum hours restriction for staff timesheet entries or allow staff to complete a timesheet for a day without completing hours set. Discounts can also be applied to the charges of groups of timesheets with options to apply discounts to the timesheets costs as well.

JOB VIEWER

A flexible job viewer is available to show pertinent job details and history, and allows a job manager to view transactions according to type and date. The viewer also allows staff members to select, add, edit and delete jobs.

Summary and drill down of costs and fees are available, and viewing of transactions by type and date. Write on and offs can be managed for jobs, including "neutralise" functions to clear work in progress.

DISBURSEMENTS, WRITE ONS AND WRITE OFFS

Disbursements (e.g. mileage, airfares,, meals etc) can be processed in a similar manner to time sheet entries and includes a disbursement list to assist with consistency of data entry.

Staff members (including managers) can post disbursements to jobs that they are linked to. Disbursements can also be posted by administrative staff and a list of disbursements transactions can be seen in the disbursement viewer.



TIMESHEET CUSTOMISATION

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HOLIDAY AND LEAVE

A system manager can specify the dates of the statutory/public and non statutory holidays within a given year. Time sheets for these dates are automatically filled in by the system according to a "normal working day" as set in the system options and those days will be automatically "locked" (marked as complete).

The time can be automatically posted to a job. Similarly, a user can specify the dates they have had approved for annual leave and the time can be automatically posted to a job.

MULTIPLE COMPANIES

There are no limits on the number of companies that can be managed by TMS, integrating with the multiple companies run on ABM. This allows complete control and separation over the operation of individual companies.

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